

Oath Taking/Orientation Process

Newly appointed members to Boards/Commissions must take an Oath of Allegiance/Affirmation and sign the Code of Ethics document before attending their first meeting. Applicants should come to the City Clerks office within one week of their appointment to sign these documents.

Following appointment by the City Council, and taking the Oath of Allegiance/Affirmation, new members will be asked to attend an Orientation facilitated by the City Clerk's office for preliminary training and by the respective staff liaison of the Board or Commission, after their appointments. Orientation facilitated by the City Clerk's office will broadly cover:

- General information about roles and responsibilities of members, staff and Council
- Improving role as a Council advisor through community and media relations
- Legal aspects of Boards and Commissions
- Code of Ethics
- Organizational Culture (PAMs, Study Issue process, budget)

Although the orientation is designed for new members, all members and staff are welcome to attend.

Within the first month of a new member's service, Board and Commission staff liaison are responsible for orienting new members to their respective roles which should include, but not limited to, the following: Bylaws (if applicable), meeting times, protocols, relationship to staff, key issues, areas of responsibilities, budget, General Plan Elements/sub-elements, current workplan and on-going responsibilities. (*Per Administrative Policy, Ch. I, Art. XV, Sect. 2, Subd. 11*). Staff should also consider and arrange for orientation and training on specific topics that members may need, to effectively serve on a Board or Commission.

Additional training will be offered in addition to the Orientation, designed for all interested Boards and Commissions members and staff to enhance their skills and understanding of Board or Commission service and stewardship.